

Submitting Your Proposal

27

The Comprehensive Program has a two-stage submission and review process. To be eligible to submit a final proposal and to qualify for funding consideration, all applicants must submit a preliminary proposal on or before January 26, 2001.

FIPSE will review the preliminary proposals and, by the end of March 2001, will mail notifications to applicants invited to submit final proposals. The list of applicants invited to the final stage of the competition will be posted on the FIPSE website (<<http://www.ed.gov/FIPSE/>>). Final proposals must be submitted on or before April 27, 2001.

The announced closing dates and procedures for guaranteeing timely submission will be strictly observed.

Applicants should also note that the closing date applies to both the date the application is mailed and the hand delivery date. A mailed application meets the requirements if it is mailed on or before the pertinent closing date and the required proof of mailing is provided. Proof of mailing may consist of one of the following: (a) a legible dated U.S. Postal Service postmark; (b) a legible receipt with the date of mailing stamped by the U.S. Postal Service; (c) a dated shipping label, invoice, or receipt from a commercial carrier, or (d) any other proof of mailing acceptable to the Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary will *not* accept either of the following as proof of mailing: (1) a private metered postmark, or (2) a mail receipt that is not dated by the U.S. Postal Service.

Please use first class or express mail. (Overnight delivery is encouraged.) All applicants will receive acknowledgment notices upon receipt of preliminary and final proposals from the Application Control Center. If you do not receive an acknowledgment notice within six weeks of the closing date, please contact FIPSE using the address or phone number in the introduction to these guidelines.

Please wait the full six weeks before contacting us for an acknowledgment.

MAILING ADDRESS FOR PRELIMINARY AND FINAL PROPOSALS:

**FIPSE Comprehensive Program
ATTN: 84.116A
U.S. Department of Education
Application Control Center
Room 3633, ROB-3
Washington, DC 20202-4725**

Submission Procedures for Preliminary Proposals:

Mailed Proposals: Proposals sent by mail must be mailed no later than January 26, 2001. First class mail should be used. Use the address above.

Hand Delivered Proposals: Preliminary proposals will be accepted daily between the hours of 8:00 a.m. and 4:30 p.m., Washington, D.C. time except Saturdays, Sundays, or Federal holidays, at the Application Control Center, General Services Administration Building, 7th & D Streets, S.W., Room 3633, Washington, D.C. Preapplications will not be accepted after 4:30 p.m. on January 26, 2001.

Number of Copies: All applicants must submit one (1) signed original and two (2) complete copies of the preliminary proposal. Each copy must be covered with a Title Page, ED 40-514 (included with these guidelines) or a reasonable facsimile. Applicants are also requested to submit three (3) additional copies of the Title Page itself.

Content: Preliminary proposals should be written clearly and concisely, and should include the following:

1. Title Page: Use Form ED 40-514 or a suitable facsimile to cover each copy of the proposal. At the preliminary stage, you need not complete items 1 and 2. Be sure your proposal abstract (item 8) is clear and concrete, as it will be used at several points in the review. See the Title Page Instructions for additional information.

2. Narrative: It should consist of no more than five double-spaced, numbered pages, or approximately 1,250 words and in font size no smaller than 11 point. Please review the selection criteria in the Guide to Proposal Development above. Although no standard outline is required, you should:

- Briefly describe the problem you intend to address and the objectives of your project.
- State what you propose to do about it.
- Explain how your strategy would improve upon present practice, locally and nationally.
- Describe how you plan to evaluate whether you have achieved your goals.

3. Budget Summary: No detailed breakdowns or justifications are required at the preliminary stage, but you should carefully estimate major expenditures,

as indicated on the budget page. Proposals that request equipment funds, student financial assistance monies, or high indirect costs are rarely competitive. FIPSE cannot support construction costs, nor can it purchase facilities.

4. Appendices: We generally recommend that no appendices be included with preliminary proposals; however, it is occasionally essential to include a small amount (no more than one or two pages) of information about the institution, problem, or strategy as an appendix. Unless this appendix is short, it will not be included in the review process. Please do not submit resumes or letters of support at this stage.

Upon receiving your preliminary proposal, the Application Control Center will mail you an acknowledgment that will include the reference number (PR/Award Number) that has been assigned to your application. It will begin with "P116A", followed by a six-digit number. Always mention the complete PR/Award number in your communications with FIPSE.

Submission Procedures for Final Proposals:

Mailed Proposals: Proposals sent by mail must be mailed no later than April 27, 2001.

Hand Delivered Proposals: Hand delivered proposals will be accepted daily between the hours of 8:00 a.m. and 4:30 p.m., Washington, D.C. time except Saturdays, Sundays, or Federal holidays, at the Application Control Center, 7th & D Streets, S.W., Room 3633, General Services Administration Building, Washington, D.C. Proposals will not be accepted after 4:30 p.m. on April 27, 2001.

Number of Copies: All applicants must submit one (1) signed original and two (2) complete copies of the final proposal, although four (4) copies are requested. Each proposal copy must be covered with a Title Page, Form ED 40-5141, or a reasonable facsimile. Applicants are also requested to submit three (3) additional copies of the Title Page itself.

Content: Proposals should be concise and clearly written, and should include the following:

1. Title Page: Use Form ED 40-514 or a suitable facsimile to cover each proposal copy. Please include a brief abstract of your project in the space provided. Additional instructions are found in the Title Page Instructions.

2. Abstract: Attach a one-page doubled-spaced abstract following the Title Page (this is in addition to the abstract requested on the Title Page itself). The abstract should identify the problem or opportunity being addressed, the

proposed project activities, and their intended outcomes. It should also include a concise summary of what is innovative about the project.

3. Proposal Narrative: Please review the selection criteria described in these guidelines. While FIPSE does not prescribe a standard outline for all applicants, in no more than 25 double-spaced, numbered pages, or approximately 6,250 words and in font size no smaller than 11 point, you should: (1) identify the issue or problem you are addressing and the project's objectives; (2) describe the proposed strategies and how they improve existing practice; (3) describe your institution's capacity and commitment to the project; and (4) discuss your plans for evaluation and dissemination. If someone other than the named project director was the principal writer of the proposal, please include his or her name, title and affiliation at the end of the narrative.

4. Budget summary and detailed budget: Use the one-page budget summary included with these guidelines or a suitable facsimile to present a complete budget. In addition, provide a detailed budget using the same line items used in the budget summary and a separate narrative budget justification. Provide a detailed line-item budget for each year of the project. The narrative should explain: (1) the basis for estimating the costs of professional personnel salaries and wages, including annual salary or hourly wage rate and percentage of staff time; employee benefits per person, including rates and percentage of staff time; employee travel per person/per trip; consultants and subcontracts, including non-employee travel; materials and supplies; other costs, including printing and equipment rental; indirect costs; (2) how the major cost items relate to the proposed activities; and (3) the costs of evaluation. Your detailed budget should also include a detailed breakdown of institutional and other support for the project.

5. Appendices: (a) "Key Project Personnel": Please provide a brief summary (two pages) of the background and experience of key project staff as they relate to the specific project activities you are proposing. Letters of support and commitment from appropriate officials at the sponsoring institution and project partners are also welcomed. Do not attach any other appendices or information unless they are directly relevant to your project. Appendices must be attached to all copies of the final proposal to be included in the review. (b) "Equitable Access and Participation": Sectional 427 of the General Education Provisions Act (GEPA) requires each applicant to include in its application a description of proposed steps to ensure equitable access to, and participation in, its Federally assisted program. Each application should include this description in a clearly identified appendix. The statute, which allows applicants discretion in developing the required description, highlights six types of barriers that can impeded equitable access or participation: gender, race, national origin, color, disability, or age. You

may use local circumstances to determine the extent to which these or other barriers prevent equitable participation by students, faculty, or other relevant audiences. Your description should be a succinct description of how you plan to address any barriers.

6. Assurances and Certifications: Please sign and include the certifications. When your institutional representative signs the Title Page, the applicant is certifying that it will comply with the assurances contained in these guidelines.

Intergovernmental Review of Federal Programs (Executive Order 12372):

This competition is subject to the requirements of Executive Order 12372, Intergovernmental Review of Federal Programs, and the regulations in 34 CFR 79. The objective of the order is to foster a Federal and State intergovernmental coordination and review of proposed Federal financial assistance. Applicants are directed to the appropriate State single point of contact to comply with the State's procedures under this Executive Order. A list of these contacts is available at <http://www.sheeo.org/about-sheeo/agencies.htm>.